

ECF USER MANUAL

SECTION 1.0 REQUIREMENTS AND PREREQUISITES

- 1.1 Introduction
- 1.2 User Experience
- 1.3 Hardware Requirements
- 1.4 Software Requirement
- 1.5 Registration
- 1.6 ECF Login & Password
- 1.7 PACER Account

SECTION 2.0 COURT CONTACTS, ADDRESSES, HELP DESK AND RESOURCES

- 2.1 Court Website
- 2.2 ECF Tutorial
- 2.3 ECF User Manual
- 2.4 ECF Help Desk
- 2.5 PACER Service Center
- 2.6 Adobe Acrobat

SECTION 3.0 GETTING STARTED

- 3.1 Accessing the ECF Site
- 3.2 Logging Into the Database
- 3.3 Function Keys & Techniques
- 3.4 Submission of Documents
- 3.5 Receiving Notices of Electronic Filing

SECTION 4.0 QUERY

- 4.1 Overview
- 4.2 Search Guidelines

SECTION 5.0 REPORTS

- 5.1 Overview
- 5.2 Selected Reports

SECTION 6.0 UTILITIES

- 6.1 Overview
- 6.2 Maintain Your Account
- 6.3 View Your Transaction Log
- 6.4 Change Your PACER Login
- 6.5 Mailings

SECTION 7.0 OPENING A CASE – CIVIL and CRIMINAL

- 7.1 Opening a Case – Civil
- 7.2 Opening a Case – Criminal

SECTION 8.0 FILING AN AMENDED COMPLAINT AND ADDING PARTIES – CIVIL

- 8.1 Filing Procedures

SECTION 9.0 SERVICE OF PROCESS – CIVIL

- 9.1 Filing Procedures

SECTION 10.0 ANSWERS – CIVIL

- 10.1 Filing Procedures
- 10.2 Answers to Complaints
- 10.3 Other Answers

SECTION 11.0 MOTIONS & RELATED FILINGS – CIVIL

- 11.1 Filing Procedures
- 11.2 Responses & Replies

SECTION 12.0 OTHER FILINGS – CIVIL

- 12.1 Filing Procedures

SECTION 13.0 MOTIONS & RELATED FILINGS – CRIMINAL

- 13.1 Filing Procedures
- 13.2 Responses and Replies

SECTION 14.0 OTHER FILINGS – CRIMINAL

- 14.1 Filing Procedures

SECTION 15.0 PARTY NAME GUIDELINES

- 15.1 Overview
- 15.2 Entering Party Names
- 15.3 Entering Union Names
- 15.4 Entering Agencies and Jail
- 15.5 Entering Unknowns
- 15.6 Entering John Doe/Jane Doe
- 15.7 Entering States, Counties and Cities as Parties
- 15.8 Entering Courts & Personnel
- 15.9 Entering Board of Supervisors, Trustees & Regents
- 15.10 Entering Schools, Colleges & Universities
- 15.11 Entering Estates as Parties
- 15.12 Entering Real Estate as Parties
- 15.13 Entering Money or Property as Parties
- 15.14 Entering Vehicles as Parties
- 15.15 Entering Guardian ad Litem
- 15.16 Entering Trustee
- 15.17 Entering Next Best Friend – Natural Guardian – Mother

APPENDICES

- A ECF Civil Event List
- B ECF Criminal Event List
- C Party Role Type List
- D Creating PDF Documents & Scanning